

# California Energy Commission



**CLASSIFICATION:** ASSOCIATE GOVERNMENTAL PROGRAM ANALYST  
Will consider a Staff Services Analyst

**TENURE:** Limited Term, 11 months

**TIME BASE:** Full Time

**SALARY:** \$4,488-\$5,618

**LOCATION:** Energy Systems Research Office  
Energy Research and Development Division

**FINAL FILING DATE:** Until Filled

## DUTIES/RESPONSIBILITIES:

Under the direction and supervision of the Energy Commission Supervisor II (TED), the incumbent serves as part of interdisciplinary and/or interdivisional team to plan and implement the R&D public interest energy research program. The goal of the R&D Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent performs a variety of consultative, complex, analytical, and contract management services to support public interest energy RD&D funding; manages non-technical R&D-related projects; and consults with experts in the field.

While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development. The incumbent will perform duties as follows:

- Project Funding Agreement Development and Review. Individually or as a member of a team, the incumbent will lead R&D staff in the development of the work statement, budget, schedule of deliverables, special conditions, technical and economic objectives to be used to determine project success, and other materials necessary to finalize the funding agreement document for projects within the R&D program. These funding agreements will include, but not be limited to, contracts with public and private entities, work authorizations with universities and state colleges, collaborative research agreements, and memberships. In addition, the incumbent will schedule and lead team meetings with the Legal Office, Contracts Office or Grants and Loans Office and the R&D Project Manager to review and approve completed funding agreement packages.
- Contract Streamlining. The incumbent will work with Contracts Office or Grants and Loans Office and Legal Office to maintain and revise contract, grant, and work authorization templates that the R&D program uses. The incumbent will create new forms and templates, as needed, to streamline the funding agreement process; lead team meetings with the Legal Office and the Contracts Office or the Grants and Loans Office to review any changes; process changes and distribute files to Legal Office and Contracts Office or the Grants and Loans Office. The incumbent will correct the Project Information Management System (PIMS) database files for future agreements and work with PIMS to update and modify the business application process, as needed.

- Contract Management. The incumbent will prepare the work statement, budget, schedule, and special conditions, and other materials necessary to finalize the funding agreement and contract document. The incumbent will establish and maintain a business relationship with the contractor; approve contract amendments; receive and review contractor's monthly progress reports. The incumbent will verify that all contract terms and conditions have been met before approving invoices, and, if necessary, dispute a particular invoice; review work conducted by the contractor; and make site visits. The incumbent will brief (both orally and in writing) Office, Division, and Commission management on the contract status.
- Research Results Dissemination. Oversees the finalization of the most complex project reports, fact sheets, and other documents to disseminate research results and lessons learned to Energy Commission staff with a focus on transferring information that provides significant public benefits to California and meet the state's energy policies and goals.
- Other Duties as Required. Consistent with the specification of the classification.

#### **WORKING CONDITIONS:**

Work is performed primarily in an office and hearing room environment and may require sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level is sometimes high. Some travel is required to attend off-site meetings.

#### **DESIRABLE EXPERIENCE/QUALIFICATIONS:**

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.) and include RPA #540-066 and Position #5400-5393-811 in the explanation section of the STD. 678.**

**PLEASE NOTE:** *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

#### **INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Personnel Services (RPA 540-066)  
Personnel Office  
1516 Ninth Street, M.S. #3  
Sacramento, CA 95814  
(916) 653-4521

[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)

**California Relay (Telephone) Service for the  
Deaf or Hearing-Impaired**  
**From hTDD Phones: 1-800-735-2929**  
**From Voice Phones: 1-800-735-2922**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. California relay (telephone) service for the deaf and hearing impaired, From \*TDD phones: (800) 735-2929, From Voice phones: (800) 735-2922 \*TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.